

STATE OF CONNECTICUT • COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

55 MAIN STREET • P. O. BOX 187
ELLINGTON, CONNECTICUT 06029-0187
TEL 870-3100 FAX 870-3102
www.ellington-ct.gov

MICHAEL P. STUPINSKI
First Selectman

PETER J. CHARTER
Deputy First Selectman

LAURIE E. BURSTEIN
ANN L. HARFORD
A. LEO MILLER, JR.
JAMES M. PRICHARD
JOHN W. TURNER

BOARD OF SELECTMEN
Monday, July 21, 2008
Town Hall – Meeting Hall

SELECTMEN PRESENT: Laurie Burstein (8:15), Peter Charter (7:50), Ann Harford, A. Leo Miller, James Prichard, Michael Stupinski and John Turner

OTHERS PRESENT: Finance Officer: N. DiCorleto; Town Planner: R. Phillips; Emergency Management Director: D. Davis; EVAC President: P. Hany; Architect: R. Dawson; Insurance Advisory Board Chair: A. Kubas; Historical Society: T. Fahy, L. Fahy and J. Stoughton; Resident: G. Feldman

MINUTES

I. CALL TO ORDER:

First Selectman Stupinski called the meeting of the Board of Selectmen (BOS) to order at 7:33 p.m.

II. CITIZENS' FORUM: No one came forward.

III. APPROVAL OF MINUTES:

A. June 16, 2008 Board of Selectmen Regular Meeting:

MOVED (HARFORD), SECONDED (MILLER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO APPROVE THE BOARD OF SELECTMEN REGULAR MEETING MINUTES OF JUNE 16, 2008.

B. June 30, 2008 Board of Selectmen Special Meeting:

MOVED (HARFORD), SECONDED (MILLER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO APPROVE THE BOARD OF SELECTMEN SPECIAL MEETING MINUTES OF JUNE 30, 2008.

IV. UNFINISHED BUSINESS:

A. Authorization to go out to bid – EVAC Building Expansion Project:

Mr. Dawson came forward to address the BOS. He provided a copy of the bid specifications. Mr. Turner asked if a pre-bid meeting is required. Mr. Dawson stated

that once the bid specifications are picked up by interested parties, a meeting is held at the facility (EVAC building) to answer any questions. He said it is not a large project. Everything is ready to move forward. Need authorization to go out to bid. Mr. Turner asked if there was anything not covered under the specifications. Mr. Dawson stated that there were minor items, i.e., painting the walls, connecting the fire alarm system.

MOVED (TURNER), SECONDED (MILLER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO ACCEPT THE SPECIFICATIONS FOR REQUEST FOR PROPOSALS FOR THE ELLINGTON VOLUNTEER AMBULANCE CORPS BUILDING EXPANSION PROJECT, AS SUBMITTED AND AS RECOMMENDED BY THE ELLINGTON VOLUNTEER AMBULANCE CORPS AND FURTHER, TO AUTHORIZE THE FINANCE OFFICER TO GO OUT TO BID FOR THE ABOVE-NOTED PROJECT.

V. NEW BUSINESS:

A. Tax Refunds/Abatements:

MOVED (TURNER), SECONDED (MILLER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO APPROVE THE TAX REFUNDS IN THE AMOUNT OF \$1,492.50, AS RECOMMENDED BY THE TAX COLLECTOR AND AS SPECIFIED IN THE REFUNDS/ABATEMENTS STATEMENT FOR JULY, 2008. **(Attached)**

B. Board of Selectmen Annual Report Submission:

MOVED (TURNER), SECONDED (MILLER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO APPROVE THE BOARD OF SELECTMEN'S ANNUAL REPORT SUBMISSION FOR 2007-2008, AS PRESENTED IN THE DRAFT. **(Attached)**

C. Re-establish Ad Hoc Committee for the Preservation of the Pinney House:

MOVED (TURNER), SECONDED (HARFORD) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO RE-ESTABLISH THE AD HOC COMMITTEE FOR THE PRESERVATION OF THE PINNEY HOUSE FOR ANOTHER YEAR TO JULY 31, 2009.

D. Appoint Representatives to Ad Hoc POCD Implementation Committee:

No names of representatives were submitted. Tabled to August 18, 2008 BOS meeting.

E. Fire Marshal – Revise Fees for Copies of Investigation Reports:

Mr. Turner questioned the fees that are being proposed by the Fire Marshal in his memo of June 16, 2008. **(Attached)**. Most documents are subject to disclosure under FOI. The fee for making copies under FOI for a municipality is a maximum of 50 cents per page for plain copies. Mr. Miller felt that the price for photographs was exorbitant. Mr. Stupinski said that perhaps investigative reports are not regular copies. Mr. Stupinski recommended that this item be tabled to the August 18, 2008 BOS meeting. He will request that the Fire Marshal provide clarification and the rationale in arriving at the fees proposed.

F. Resolution – Pre-Disaster Natural Hazard Mitigation Plan:

MOVED (TURNER), SECONDED (MILLER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO ADOPT THE FOLLOWING RESOLUTION:

WHEREAS, the Town of Ellington in collaboration with the Capitol Region Council of Governments (CRCOG) has developed a Capitol Region Pre-Disaster Natural Hazard Mitigation Plan; and

WHEREAS, the Town of Ellington has established and prioritized goals and strategies for reducing the loss of life and property from natural hazards that affect the region within the Capitol Region Pre-Disaster Natural Hazards Mitigation Plan; and

WHEREAS, the Federal Emergency Management Agency/ Department of Homeland Security has approved the Capitol Region Pre-Disaster Natural Hazard Mitigation Plan, on condition of local adoption, enabling the Town to apply for Hazard Mitigation grant funding;

NOW, THEREFORE, BE IT RESOLVED, that the Town of Ellington Board of Selectmen hereby adopts the 2008 Capitol Region Pre-Disaster Natural Hazards Mitigation Plan.

G. Clarification of Related Charges for the Use of Additional Refuse Container:

Mr. Stupinski said that there appears to be conflicting information regarding pick-up charges for an additional trash barrel between the letter that was sent out to residents and the contract itself. Mr. Miller said that the last time this was being discussed he thought that it was agreed that there would be an additional charge of \$60 for an additional barrel but that there would not be any additional charges for the disposal of trash from an additional barrel. He said that Mr. Michaud (Public Works Director) implied a difference between charges charged by the vendor and what the town, in turn, charges the residents.

Mr. Stupinski said that any charges for trash, as determined by the BOS, would be done in October when the BOS sets the annual trash fee.

Ms. Harford suggested a one-year moratorium on requests for a second barrel to give people an opportunity to see if a second barrel is actually needed. She added that this was done in Tolland. Mr. Stupinski said that a list has been initiated with names of those who are requesting a second barrel but did not know how many are on the list.

Mr. Prichard asked if an individual pays for a second barrel, if the individual owns it or does the disposal company own it.

Mr. Stupinski said he will look into the BOS suggestions/questions with the Director of Public works.

[Mr. Charter arrived at this time]

H. Ellridge Estates II – Accept Road/Reduce Maintenance Bond:

MOVED (TURNER), SECONDED (MILLER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO ACCEPT ELLRIDGE PLACE AS A TOWN ROAD, AS DEFINED ON THE DEED (**attached**), PURSUANT TO PLANNING AND ZONING COMMISSION APPROVAL OF THE ELLRIDGE ESTATES SUBDIVISION, PHASE II, WHICH INCLUDES THE ABOVE-NOTED ROAD. FURTHER RESOLVED, TO AUTHORIZE THE TOWN PLANNER TO RECORD THE TENDERED DEED IN ACCORDANCE WITH THIS AUTHORIZATION AND THE SUBDIVISION REGULATIONS. FURTHER RESOLVED, TO AUTHORIZE THE TAX COLLECTOR TO ABATE THE TAXES ON THIS ROAD ONCE THE TOWN ASSUMES OWNERSHIP.

MOVE (TURNER), SECONDED (MILLER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO REDUCE THE PERFORMANCE BOND TO MAINTENANCE LEVEL IN THE AMOUNT OF \$78,000 FOR THE ELLRIDGE ESTATES SUBDIVISION, PHASE II, AS RECOMMENDED BY THE PLANNING AND ZONING COMMISSION AND THE TOWN ENGINEER.

I. Approve Revised Job Descriptions:

1. Town Planner:

Mr. Charter asked why the grade classification was changed from E-5 to E-6. Mr. Phillips stated that this position initially was classified as an E-6. It was changed to E-5 to spread out some of the responsibilities to other staff positions. This did not work out. The Town Planner continues to do the same responsibilities as were noted in the original Town Planner job description which was classified as an E-6. The Town Planner manages Planning and Zoning, plus the other land use commissions. He also felt that this position should be brought back to an E-6 classification to attract a better pool of candidates in the event the Town needs to fill this position again. Placing it back in the E-6 position will accomplish this.

MOVED (TURNER), SECONDED (MILLER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO APPROVE THE REVISED JOB DESCRIPTION FOR TOWN PLANNER, AS SUBMITTED IN THE DRAFT. (**Attached**)

[Ms. Burstein arrived at this time]

2. Assistant Town Planner:

Mr. Phillips stated that this position was held by an individual in the Planning Department several years ago. A new position, Land Use Assistant, was established for the department which replaced the Assistant Town Planner position. The Land Use Assistant position was more clerical in nature and did not include many of the duties of the Assistant Town Planner position, including zoning enforcement, etc. Mr. Phillips felt that the position of Assistant Town Planner would better serve the Planning Department as it would include zoning enforcement along with other land use duties. The Assistant Town Planner will also fill in for the Town Planner whenever Town Planner is unavailable. This position would bring the Planning Department into a more traditional structure like other towns now have.

Mr. Turner stated that it was very important that the Planning Department run efficiently and at the same time provide excellent customer services. Mr. Phillips stated that this is what he is trying to accomplish with this new structure of staff.

MOVED (TURNER), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO APPROVE THE REVISED JOB DESCRIPTION FOR ASSISTANT TOWN PLANNER, AS SUBMITTED IN THE DRAFT **(attached)**, AND AUTHORIZE THE FIRST SELECTMAN TO FILL THIS POSITION.

3. Assistant Zoning and Wetlands Enforcement Officer:

Mr. Phillips stated that this position would include, among other departmental tasks, assisting the Assistant Town Planner with zoning enforcement. This position would also assist the public with any questions and provide general information.

MOVED (TURNER), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO APPROVE THE REVISED JOB DESCRIPTION FOR ASSISTANT ZONING AND WETLANDS ENFORCEMENT OFFICER, AS SUBMITTED IN THE DRAFT **(attached)** AND AUTHORIZE THE FIRST SELECTMAN TO FILL THIS POSITION.

J. Recommendation from Insurance Advisory Board – Fire/Ambulance Insurance:

Ms. Kubas addressed the BOS and provided the BOS with the bid information received. **(Attached)**.

The Insurance Advisory Board (IAB) undertook a thorough review of the bids. It is the recommendation of the IAB to award the bid to Wilcox and Reynolds. The rate offered by Wilcox and Reynolds (\$63,594) will actually decrease somewhat based on the deduction option the town is planning to elect.

Although Wilcox and Reynolds was the highest bid submitted, it was a unanimous vote by the IAB to award the bid to Wilcox and Reynolds as the IAB felt it was in the best interest of the town to select them. There were numerous unanswered questions and several deviations from the original bid specs from the other bidders. This raised too many concerns including placing the town at risk for claims which could be very costly and exceed any savings to the town if the town chose one of the other lower bids submitted. CIRMA had so many exceptions it was hard to evaluate them.

In terms of what the town is paying now, the rate offered is a savings of \$11,561 over the current policy.

MOVED (TURNER), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO AWARD THE INSURANCE BID FOR THE FIRE/AMBULANCE INSURANCE TO WILCOX AND REYNOLDS OF STORRS, CONNECTICUT, AS RECOMMENDED BY THE INSURANCE ADVISORY BOARD.

Mr. Turner added that he was very impressed with the thorough job that the IAB did on this project.

- K. Recommendation from Deferred Compensation Committee – 401 (A) and 457 Plan:

Mr. DiCorleto said that it was the recommendation of the Deferred Compensation Committee to accept the 401 (A) plan offered by The Hartford. The original plan offered 12 funds to choose from, now there are 28 funds. The Hartford will also drop their fees if the Town selects the 457 Plan option.

MOVED (TURNER), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO ACCEPT *THE HARTFORD* 401 (A) AND 457 PLANS, AS RECOMMENDED BY THE DEFERRED COMPENSATION COMMITTEE.

- VI. ADMINISTRATIVE REPORTS: So noted, except as follows:
 - K. Tax Collector's Report:

Ms. Harford noted the Tax Collector's Report and felt that the collection rate of 99% was phenomenal, especially considering the current economic times. Mr. DiCorleto added that the Tax Collector does an excellent job and is a very dedicated worker.

- P. Emergency Services Committee – Six Month Report:

Mr. Turner, Chairman of the Ad Hoc Emergency Services Committee (ESC) reviewed the report submitted.

The preliminary goal of the committee was to review the recommendations of the 2003 Emergency Services Evaluation report (ESCi). There were 106 recommendations as a result of the report. The six-month report reflects the progress of the ESC, thus far.

The ESC intends to continue to gradually move forward in order to establish a clearer understanding of all emergency agencies' functions in order to produce a plan that integrates all emergency agencies working together in the best interest of the community.

The committee will come back to the BOS with a one-year report. If BOS members have any questions, they can bring them forward to the ESC.

Mr. Miller commended Mr. Turner on the wonderful job he is doing as Chairman of the ESC.

Mr. Charter stated that at the last meeting it was requested that other emergency service agencies submit monthly reports similar to that of the EVFD. Mr. Turner agreed and added that the BOS is charged with the responsibility of public safety and it is important to monitor what is happening with the emergency agencies. Mr. Stupinski stated he would send out another memo requesting these reports.

- VII. SELECTMEN COMMITTEE REPORTS:
 - A. Personnel Committee:
 - 1. Resignations:

MOVED (MILLER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO ACCEPT THE RESIGNATION OF LAURIE FIORE FROM THE ECONOMIC DEVELOPMENT COMMISSION.

MOVED (MILLER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO ACCEPT THE RESIGNATION OF CHARLOTTE ADAMS FROM THE ETHICS COMMISSION.

MOVED (TURNER), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO ACCEPT THE RESIGNATION OF VINCENT GAMBACORTA FROM THE AD HOC EMERGENCY SERVICES COMMITTEE.

2. Appointments:

MOVED (MILLER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO REAPPOINT DALE ROBERSON, GARY FELDMAN, JAMES GAGE, GERRY GILLUNG, MARCIA KUPFERSCHMID AND DEBBY WALLACE TO THE AD HOC COMMITTEE FOR THE PRESERVATION OF THE PINNEY HOUSE TO JULY 31, 2009.

MOVED (MILLER), SECONDED (HARFORD) AND PASSED UNANIMOUSLY TO REAPPOINT JOHN LUGINBUHL TO THE ECONOMIC DEVELOPMENT COMMISSION TO JULY 31, 2012.

MOVED (MILLER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO APPOINT PHYLLIS McCONNELL TO THE ETHICS COMMISSION TO FILL AN UNEXPIRED DEMOCRATIC TERM TO JANUARY 31, 2012.

MOVED (MILLER), SECONDED (TURNER) AND PASSED UNANIMOUSLY TO APPOINT ROBERT LEVANDOSKI, TO THE AD HOC EMERGENCY SERVICES COMMITTEE, AS EVFD REPRESENTATIVE, TO FEBRUARY 28, 2009, AS RECOMMENDED BY FIRE CHIEF VARNEY.

B. Town Policies Committee

1. Wall of Honor Recommendation:

Mr. Prichard stated that the Town Policies Committee recommends Dorothy Cohen as the 2008 Wall of Honor recipient by a unanimous vote of the committee.

MOVED (TURNER), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO SELECT DOROTHY BLOCK COHEN AS THE 2008 WALL OF HONOR RECIPIENT, AS RECOMMENDED BY THE BOARD OF SELECTMEN TOWN POLICIES COMMITTEE.

Mr. Fahy, Ms. Fahy and Mr. Stoughton were very pleased with the selection of Dorothy Block Cohen. Ms. Cohen is very deserving of this honor. She has done extraordinary work as Town Historian and spearheaded the production of the book, Chronicles of Change, which took 10 years of research. Ms. Fahy added that the Chronicles of Change was an extremely useful research tool for her in a project she was working on. She was amazed at the amount of information found in the book. Ms. Cohen was meticulous in her research.

2. Set Date for Wall of Honor Inductee Ceremony:

MOVED (TURNER), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO SET THE DATE OF THE WALL OF HONOR INDUCTION CEREMONY FOR SATURDAY, SEPTEMBER 6, 2008 AT 4:00 P.M. AT ARBOR PARK.

VIII. SELECTMEN LIAISON REPORTS: None

IX. FIRST SELECTMAN'S REPORT:

Mr. Stupinski stated he has accepted the resignations of Reanna Goodreau, Land Use Assistant and Lynn Hotchkiss, Administrative Assistant for the Finance Office. He asked for authorization to fill the vacancies.

MOVED (TURNER), SECONDED (CHARTER) TO AUTHORIZE THE FIRST SELECTMAN TO FILL THE VACANCIES OF THE LAND USE ASSISTANT POSITION AND THE ADMINISTRATIVE ASSISTANT POSITION FOR THE FINANCE DEPARTMENT.

It was noted that the Land Use Assistant position was being replaced by the Assistant Zoning and Wetlands Enforcement Officer position. Mr. Stupinski has already been authorized to fill the Zoning and Wetlands Enforcement Officer position under New Business, Item I - 3.

Mr. Turner amended the above motion as follows:

MOVED (TURNER), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO AUTHORIZE THE FIRST SELECTMAN TO FILL THE VACANCY OF THE ADMINISTRATIVE ASSISTANT POSITION FOR THE FINANCE DEPARTMENT.

Mr. Stupinski informed the BOS that Mr. Michaud has informed him that he will not retire from his position as the Director of Public Works until the end of April.

Mr. Stupinski recommended a change in BOS Liaison assignments, moving Ms. Burstein from Conservation Commission to EVAC and moving Mr. Charter from EVAC to the Conservation Commission.

MOVED (CHARTER), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO APPROVE THE CHANGE IN LIAISON ASSIGNMENTS, MOVING MS. BURSTEIN FROM CONSERVATION COMMISSION TO EVAC AND MR. CHARTER FROM EVAC TO THE CONSERVATION COMMISSION.

Mr. Stupinski received a letter from the Chairman of Veterans of Foreign Wars about an event, entitled, "A Salute to Connecticut's Veterans" to take place in September and asking the town to consider being a "sponsor" to this event by taking out an ad in their commemorative book. The price range would be \$1,000 for a full page ad down to \$150 for a business-card size ad. Mr. Turner suggested finding out what the contribution would go toward. Many events such as this will hire a bus to take those being honored to the event. There may be veterans that are disabled or cannot provide their own transportation. Mr. Miller also suggested that Mr. Stupinski contact Len Johnson, who is very active in these types of events and perhaps Representative Ted Graziani to see if

they can provide any guidance. Mr. Stupinski said he would find out more information about the event for the August 18, 2008 BOS meeting.

Pinney House: The deadline to determine whether or not the Town is moving forward on this project has been changed from August 25th to August 29th. Waiting to hear from the architect as to whether the work that needed to be done to meet the lease agreement requirements can be completed with the balance of the grant money available or if more money will be needed. If more money is necessary, it will need the approval of the BOS, BOF and Town Meeting. The BOS will address this at the August 18, 2008 meeting. If Town Meeting is needed, it will be scheduled for August 27, 2008.

Windermere Bridge: Working with the State DOT and OPM. At the very least, the sewer lines will be moved this year.

Roundabout: Will meet with DOT, Town Engineer, Town Planner, DPW Director and a member of the Design Review Board. A Public Hearing will be set at some point, probably September.

X. CORRESPONDENCE: None.

XI. EXECUTIVE SESSION:

MOVED (TURNER), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO GO INTO EXECUTIVE SESSION AT 9:33 P.M. TO DISCUSS PERSONNEL ISSUE.

SELECTMEN PRESENT: Laurie Burstein, Peter Charter, Ann Harford, A. Leo Miller, James Prichard, Michael Stupinski and John Turner

MOVED (CHARTER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO COME OUT OF EXECUTIVE SESSION AT 9:44 P.M.

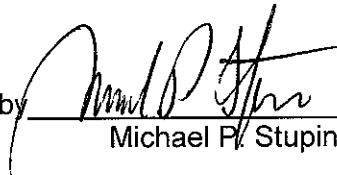
XII. ADJOURNMENT:

MOVED (CHARTER), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING OF THE BOARD OF SELECTMEN AT 9:45 P.M.

Submitted by


Carol York

Approved by


Michael P. Stupinski

[illegible]

DRAFT

V-B

BOARD OF SELECTMEN

PRINCIPAL FUNCTION:

The Board of Selectmen is collectively responsible for the administration of the town offices, the maintenance of the town highways and parks, the public safety of its citizens, the keeping of financial accounts and the appointment of administrative officers, boards and commissions.

The First Selectman is the chief administrative and executive officer of the town, and as such is directly responsible to the Board of Selectmen for the administration and supervision of all town departments, agencies and officers appointed by the board. The First Selectman is also responsible for the enforcement of all the laws and ordinances governing the town.

HIGHLIGHTS:

The Board of Selectmen met at least once each month. There were a total of fifteen regular meetings and five special meetings. The Board of Selectmen met in joint session with the Board of Finance on two occasions. Five public hearings were held. The Board of Selectmen called eight town meetings including the annual budget town meeting. All these meetings were duly warned and tape recorded with the minutes being filed in accordance with the Freedom of Information Law. The following are some of the primary items addressed by the Board of Selectmen during fiscal year 2007-08:

AGREEMENTS:

Renewed agreement with Visiting Nurse and Health Services of CT for 2008-2009.
Renewed Lease with Nutmeg Industrial Park, LLC for truck bay space for EVFD.

CONTRACTS:

Authorized First Selectman to sign the Public Works Union Contract, Local 1303.09 AFSCME Co. 4, effective July 1, 2007 through June 30, 2011.
Renewed contract for the Town's computer service and maintenance with The Computer Company for an additional year to March 31, 2009.
Awarded contract for solid waste disposal to All American Waste of Enfield, CT, commencing July 1, 2008 to June 30, 2013.
Awarded contract for the 2008 Small Cities Grant application preparation and program administration to Community Opportunities Group, Inc.

EQUIPMENT:

Accepted the EVFD 2007 Tanker Truck with Fire Pump from US Tanker Fire Apparatus, Inc.
Approved request of BOE to donate 1995 Van and 1998 Van to Kidsafe.
Approved request of EVFD to sell 1970 tanker and place funds received in fire equipment account.
Approved request of EVFD to sell fire hose/fittings and place funds received in fire equipment account.

FINANCES:

Recommended appropriation of \$2,000,000 for Farmland Preservation be sent to Town Meeting and placed on the November 6, 2007 ballot, which was approved.
Approved an additional appropriation of \$24,000 to EVAC to conduct a study, give recommendations and provide cost estimates to build an addition to the Ambulance Building.
Set Trash Collection fee at \$95/each residential unit.
Approved additional appropriation of \$5,000 to reinstate Crystal Lake Monitoring Program.
Approve additional appropriation of \$2,000 to the Crystal Lake Fire Department Medical Supplies Budget.
Approved year-end transfers, adjustments and additional appropriations for FY 2006-2007, which was approved at Town Meeting.
Approved proposal to allow taxpayers the option of paying their taxes and other fees online via electronic credit or debit card payments.
Recommended to BOF Capital Improvements Budget for 2008-2009, net amount \$3,150,836.

Approved additional appropriation of \$8,000 to cover the cost of emergency medical supplies and equipment for the Ellington Volunteer Fire Department.

Waived the Payment In Lieu Of Taxes (PILOT) for the Housing Authority for Fiscal Years 2005-06, 2006-07, 2007-08 and 2008-09.

Sent 2008-2009 budget sum of \$44,356,515 to Annual Town Budget Meeting on May 13, 2008, which was approved at this meeting.

Approved additional \$5,000 to the FY 2008-2009 Hockanum Valley Community Council Account to cover fuel adjustments.

GRANT:

Applied for DECD Small Cities Grant in amount not to exceed \$450,000 in which \$300,00 was approved.

Approved participation in the FY 2008 Emergency Management Performance Grant.

Applied for CRCOG OPM Regional Performance Incentive Program/Service Sharing Project Grant for GIS Flight and Mapping Data.

Applied for historic documents preservation grant.

Approved \$11,500 additional appropriation for DUI enforcement, 75% of which is reimbursable through State grant.

Entered into Agreement with State DOT re: Matching Grant Program for Elderly/Disabled Demand Responsive Transportation.

Approved \$13,856 additional appropriation for speed enforcement, 100% of which is reimbursable through State grant.

ORDINANCES:

Recommended Revision to Solid Waste Ordinance to Town Meeting, which was approved.

POLICY:

Approved Employee Training and Development Policy.

Set policy for Ethics Commission Membership.

PROPERTY:

Recommended to Town Meeting the purchase of approximately 2.28 acres of property located at 17 Main Street in the amount of \$325,000, which was approved.

Entered into a partnership with Northern Connect Land Trust (NCLT) for purchase of Moseley Property (58 acre Parcel) in amount of \$185,000 for the protection of open space, 50% funded through State grant and Town and NCLT to contribute 25% each, which was approved at Town Meeting.

Approved \$350,000 EVAC Building Expansion Project to be funded through EVAC charging fund account, which was also approved by BOF and Town Meeting.

Approved Lease Agreement with Bahler Farms to lease 57 acres of town-owned land on Middle Road for agricultural purposes, commencing May 1, 2008 through November 30, 2012.

ROADS:

Accepted Foster Drive as town road from Hyde's Hill Subdivision.

Accepted portion of Ridgeview Drive as town road from Gasek Farms III Subdivision.

Accepted Lookout Landing and Overlook Pass as Town Roads from Pioneer Heights Subdivision.

Accepted Ryan Drive, Meagan Circle and Justin Drive/Stagecoach Crossing Subdivision.

SCHOOLS:

Approved additional appropriation of \$100,000 for Crystal Lake School Wells Replacement which was approved at Town Meeting.

Waived the normal bid procedures and authorized Superintendent of Schools to execute agreement/contracts for the completion of the dual fuel burner and boiler projects for Windermere School by the 2008-09 school year.

Waived the normal bid procedures and authorized School Administration Business Director to execute agreement/contracts for the completion of Ellington High School telephone system by the 2008-09 school year.

STAFF:

Accepted resignation of David Yoho, Assistant Animal Control Officer.
Accepted resignation of Donna Sullivan, Administrative Secretary I.
Recommend to the WPCA that Peter Williams assume the duties of WPCA Administrator.
Accepted resignation of Clay Farnham, Sr. Center Van Driver.
Acknowledged resignations of Patrick Sullivan, Deputy Assessor, Sheila Bailey, Assistant Town Clerk and Donald Hinze, Laborer, DPW.
Recognized Debra Cormier, Library Assistant II and Peter Williams, Building Official, for 10 years of service.
Recognized Authur Carlson III, Constable and Susan Phillips, Library Director, for 20 years of service.
Granted permanent status to Ashlee O'Rourke, Assistant Animal Control Officer.
Granted permanent status to Rebecca O'Brien, Laborer, DPW.
Granted permanent status to Shawn Bull, Laborer, DPW.
Granted permanent status to Kevin Lonergan, Deputy Assessor.
Acknowledged letter of retirement from Peter Michaud, Director of Public Works.

RESIGNATIONS/APPOINTMENTS – ELECTED OFFICIALS:

Accepted the resignation of Robert Pagani from the Board of Finance effective August 20, 2007.
Appointed Joseph Wehr to the Board of Finance to December 3, 2007.
Accepted the resignation of Nancy Pagani from the Hall Memorial Library Board of Directors.
Appointed Mary Blanchette to the Hall Memorial Library Board of Directors to December 3, 2007.
Appointed Adam LaFleche to the ZBA to December 7, 2009.
Accepted the resignation of Joanne Gallicchio from the Hall Memorial Library Board of Directors.
Appointed Janet Wieliczka to Hall Memorial Library Board of Directors to December 7, 2009.

ELECTED OFFICIALS:

Approved annual salary for First Selectman in the amount of \$75,000 for FY 2008-2009.

OTHER ACTIONS:


Inducted Leonard "Len" A. Johnson as the Wall of Honor Recipient for 2007.
Re-established Ad Hoc Drug Abuse Prevention/Youth Services Advisory Board.
Granted Request of Winterfest Committee to use the Town Green for Annual Winterfest.
Re-established Ad Hoc Committee for Preservation of the Pinney House.
Approved Charter Revision Commission questions for November 6, 2007 ballot.
Re-established the Ad Hoc Drug Free Graduation Party Committee.
Re-established the Ad Hoc Budget Advisory Committee.
Appointed Atherton B. Ryan as Town Counsel.
Appointed Patrick McHale as Special Counsel.
Appointed Day, Berry and Howard as Bonding Counsel.
Increased the cost of Crystal Lake Cemetery Plots and other related services.
Established Ad Hoc Emergency Services Committee.
Re-established Ad Hoc Drug Abuse Prevention/Youth Services Advisory Board.
Granted request of Jr. Women's Club to use the Town Green for Annual Fair.
Granted request of EVFD to use Brookside Park for Annual Carnival.
Accepted certificate for designation as a HEARTSafe Community from the Department of Health.
Re-established Ad Hoc Design Review Board.
Established Ad Hoc Plan of Conservation and Development Implementation Committee.

V-E

**Town of Ellington
Department of Town Fire Marshal**

Memorandum

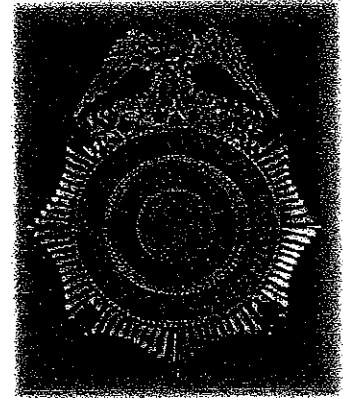
To: Michael Stupinski, First Selectman

From: Allan Lawrence, Town Fire Marshal 

Date: June 16, 2008

Subject: Fees for Copies of Investigation Reports

Copy(ies):



At present I am authorized and required by the Board of Selectmen to charge \$12.00 for a copy of an investigation report, without regard to the entity requesting the copy or the magnitude of the loss (which relates also to the size of the file in terms of numbers of pages) . We have been collecting this same fee for more than twenty years and it seems time to increase that fee while, at the same time, make certain adjustments to the policy of collecting fees for these reports.

You will note that, under the provisions of this new schedule, I will have authority to issue copies of reports in certain instances without charging any fee. This is important for other government agencies and seems appropriate for those who have suffered a fire loss.

I request that the Board of Selectmen accept and approve the following fee schedule for investigation reports:

Fire Marshal Investigation Reports: FEE SCHEDULE				
ISSUED TO:	CIRCUMSTANCES:			
	No Loss	Any Losses	Code Enforcement	More than five pages
Govt. Agencies; Property Owner	No Fee	No Fee	No Fee	No Fee
Tenant	\$20	No Fee	No Fee	No Fee
Insurance Co.; General Public	\$20	\$20	\$20	\$1 each add'l page

Photographs	Each photo (without regard to original format or format being provided) priced as 8X10 color print plus add'l fee of \$100 to cover retrieval, sorting, written report if appropriate, travel to/from lab (X2), shipping, etc. Fee to be paid in advance.
FOIA Requests	Notwithstanding the above schedule, all Freedom of Information Act requests will be processed at the prevailing rates for such.

Memo/First Selectman/Fee Schedule

TOWN OF ELLINGTON
RECEIVED

JUN 18 2008

FIRST SELECTMAN'S
OFFICE

V-H

STATUTORY WARRANTY DEED

SANTINI HOMES, INC., a Connecticut corporation with offices in the Town of Vernon, County of Tolland and State of Connecticut, for no consideration, grants to the TOWN OF ELLINGTON, a municipality in the Town of Ellington, County of Tolland and State of Connecticut, with WARRANTY COVENANTS; all that certain piece or parcel of land being situated in the Town of Ellington, County of Tolland and State of Connecticut, being the road known as Ellridge Place which is the extension (over the subdivision known as Ellridge Estates II) of the existing road known as Ellridge Place, said road conveyed hereby being more particularly described on Schedule A attached hereto and made a part hereof.

IN WITNESS WHEREOF, the Grantor has here unto set its hand and seal this 2nd day of July, 2008.

Signed, Sealed and Delivered
in the presence of:

Jodi King
Jodi King

Susan A. Carreon
Susan A. Carreon

SANTINI HOMES, INC.

By: Kevin W. Santini

Kevin W. Santini

Its Vice President, Duly Authorized

STATE OF CONNECTICUT)
) ss. Vernon
COUNTY OF TOLLAND)

July 2, 2008

On this the 2nd day of July, 2008, before me, the undersigned officer, personally appeared, Kevin W. Santini, who acknowledged himself to be the Vice President of SANTINI HOMES, INC., a corporation, and that he as such Vice President, being authorized so to do, executed the forgoing instrument for the purposes therein contained, as his free act and deed, and the free act and deed of said corporation.

IN WITNESS WHEREOF, I hereunto set my hand official seal.

Susan A. Carreon
Susan A. Carreon
Commissioner of the Superior Court
Notary Public
My Commission Expires: 6/30/10

My Commission Expires:
Grantee's mailing address:
55 Main Street
Ellington, CT 06029

SCHEDULE A:

That certain piece or parcel of land being situated in the town of Ellington, County of Tolland, and State of Connecticut, consisting of a street or road to be conveyed by the Grantor herein to the Grantee herein, located at the general easterly terminus of that existing public street known as Ellridge Place, said premises to be a continuation thereof and being more particularly shown and designated as "ELLRIDGE PLACE" on a certain map or plan entitled, "RESUBDIVISION PLAN ~ LOT 8 & 9 ELLRIDGE ESTATES SUBDIVISION PLAN ELLRIDGE ESTATES ~ SECTION II ELLINGTON, CONNECTICUT GARDNER & PETERSON ASSOCIATES 178 HARTFORD TURNPIKE TOLLAND, CONNECTICUT PROFESSIONAL ENGINEERS LAND SURVEYORS BY S.E.J. SCALE 1" = 40' DATE 8-20-2003 SHEET NO. 3 OF 14 and SHEET NO. 4 OF 14 MAP NO. 6693-S3", which map or plan is filed, or will be filed, on the town of Ellington land records, reference to which may be had for a more particular description, said premises being more particularly bounded and described as follows:

Commencing at a concrete monument to be set in the general northerly line of Ellridge Place, also being the southerly line of "Revised Lot No. 8" as shown on the above referenced map, said monument being located 47.69 feet southeasterly from the intersection of the southwesterly corner of "Revised Lot No. 8" and the southeasterly corner of Lot 7 "Ellridge Estates" in the general northerly line of Ellridge Place, as measured along the northerly line of Ellridge Place; and

1. Thence, continuing by an arc of a curve to the right, with an angle of $48^{\circ} 47' 09''$ and a radius of 225.00 feet, for a distance of 191.58 feet, along the westerly line of "Revised Lot No. 8" and "Revised Lot No. 9" as shown on the above referenced map, to a concrete monument to be set; and
2. Thence running by a course of $S 00^{\circ} 30' 29'' W$, for a distance of 234.87 feet, along the westerly line of said revised Lot No. 9 and all of Lot 28, in part by each, to a concrete monument to be set in the westerly line of Lot 27; and
3. Thence continuing by an arc of a curve to the right, with an angle of $89^{\circ} 59' 24''$ and a radius of 225.00 feet, for a distance of 353.39 feet, along the westerly northwesterly line of Lot 27, lot 26 and Lot 25, in part by each, to a concrete monument to be set in the northwesterly line of Lot 25; and
4. Thence running by a course of $N 89^{\circ} 30' 07'' W$, for a distance of 544.97 feet, along the northerly line of Lot 25, Lot 24, Lot 23 and Lot 22, in part by each, to a concrete monument to be set in the northerly line of Lot 22; and
5. Thence continuing by an arc of a curve to the left, with an angle of $07^{\circ} 24' 22''$ and a radius of 175.00 feet, for a distance of 22.62 feet, along the northerly line of Lot 22, to a point marked by an iron pin to be set; and

Continuation of Schedule A

Page 2 of 2

6. Thence continuing by an arc of a curve to the left, with an angle of $11^{\circ} 28' 22''$ and a radius of 175.00 feet, for a distance of 35.04 feet, along the northerly line of Remaining Land Of Louis Gasek (also being parcel number 025-036-000 on the town of Ellington assessors map), to an iron pin to be set; and
7. Thence running by a course of $N 18^{\circ} 22' 50'' W$, for a distance of 57.68 feet, along the easterly line of Remaining Land Of Louis Gasek (also being parcel number 025-036-000 on the town of Ellington assessors map), to an iron pin to be set; and
8. Thence continuing in a general easterly direction by an arc of a curve to the right, with an angle of $18^{\circ} 52' 44''$ and a radius of 225.00 feet, for a distance of 74.14 feet, along the southerly line of Lot 21, to a concrete monument to be set; and
9. Thence running by a course of $S 89^{\circ} 30' 07'' E$, for a distance of 544.97 feet, along the southerly line of Lots 21-17 inclusive, in part by each, to a concrete monument to be set; and
10. Thence continuing by an arc of a curve to the left, with an angle of $89^{\circ} 59' 24''$ and a radius of 175.00 feet, for a distance of 274.86 feet, along the southeasterly line of Lot 17, to a concrete monument to be set; and
11. Thence running by a course of $N 00^{\circ} 30' 29'' E$, for a distance of 234.87 feet, along the easterly line of Lot 17 and Lot 10 "Ellridge Estates", to a concrete monument to be set; and
12. Thence continuing by an arc of a curve to the left, with an angle of $48^{\circ} 47' 09''$ and a radius of 175.00 feet, for a distance of 149.01 feet, along the northeasterly line of Lot 10 "Ellridge Estates", to a concrete monument to be set; and
13. Thence in a general northeasterly direction across Ellridge Place in a straight line, for a distance of 50.00 feet, to a concrete monument to be set, marking the point and place of beginning.

Reserving to the Grantor herein, and to its successors and assigns, the right to use said street for all purposes for which a public highway may be used until such time as it has been accepted by the Town of Ellington as a public road.

Town of Ellington Position Description

TITLE:	Town Planner	STATUS:	Exempt
DEPARTMENT:	Planning Office	CLASSIFICATION:	E-5 E-6
SUPERVISED BY:	General Direction from First Selectman and Policy Direction from the Land Use Commissions	BARGAINING UNIT:	N/A

OBJECTIVES

Under the general direction of the First Selectman and policy direction from the land use commissions, oversees and performs planning services in the areas of land use, economic development, housing, population trends, potable water and waste water needs, solid waste collection and disposal, transportation, and related municipal planning areas; provides technical and administrative assistance to land use commissions and staff, including the Water Pollution Control Authority, and supervises the enforcement of land use and zoning statutes and regulations.

ESSENTIAL FUNCTIONS

Performs professional planning services in organizing, supervising and delivering technical consultation to land use and development commissions, including the Planning and Zoning Commission, the Conservation Commission, the Inland Wetlands Agency, the Zoning Board of Appeals and the Economic Development Commission and other land use commissions.

Assists the Planning and Zoning Commission, Economic Development Commission, Conservation Commission, Inland Wetlands Agency, Zoning Board of Appeals and other land use commissions in the formulation of policies, plans and regulations; reviews all planning and zoning applications before the Planning and Zoning Commission; coordinates inter-agency affairs; assists applicants seeking land use permits; negotiates with applicants; performs onsite inspections, as required.

Advises and coordinates with the Planning and Zoning Commission and prospective clients; supplies current demographic and economic information; coordinates research efforts conducted by private and public agencies, and other groups; presents economic development efforts.

Supervises, directs, and evaluates the assistants Assistant Town Planner, Assistant Zoning Enforcement Officer and secretarial staff; establishes department priorities

and plans work according to standard procedures. Organizes weekly staff meetings regarding pending land use activity and applications.

Leads and coordinates the review and updating of the Town Plan of Conservation and Development. Cooperates in the development of the Town Capital Improvement Program.

Administers and coordinates the land use regulatory process by providing staff support to the Planning and Zoning Commission, **Conservation Commission** and Economic Development Commission through attendance at meetings, preparation of technical reviews and data, drafting of recommendations on applications, regulations and plan of development, and administration of applications and permits; assists Town officials and the public with information and interpretation on local land use regulations, ordinances and policies and relevant existing and new state and federal laws and requirements.

Accumulates statistical data for analysis of changes in population, land use, and other factors affecting Town growth and development; analyzes the effectiveness of land use controls and makes recommended changes; designs and recommends land use plans and resolutions. Coordinates the review and commentary on preliminary and final subdivision and site plans, and special permit applications, for commercial, recreational, office, industrial, and residential development proposals.

Maintains up-to-date inventories, maps and related information of wetlands, open space, and areas of ecological, biological, geological, and hydrological significance.

Performs near-term and long-range analysis and planning for orderly commercial development and retention of existing economic base.

Reviews economic base and employment data, demographic, housing, and income data for economic development.

Coordinates with pertinent town officials and consultants regarding various projects, applications, issues and problems for inter-department solutions.

Prepares and presents technical, statistical and narrative reports and studies as assigned by the First Selectman, Board of Selectmen and land use commissions.

Analyzes land use and economic activities and prepares recommended changes and conclusions.

Confers with and provides explanation, technical advice and information to prospective builders, the public and other Town staff and officials on matters relating to planning, land use and development.

Coordinates Town planning programs with regional, state and federal planning agencies. Addresses public and private groups regarding planning and development matters. Participates in outside professional planning organizations to remain current on technological and legal developments and change.

Prepares and makes budget recommendations for department. Administers adopted land use department budgets.

Exercises initial judgment in adjusting grievances and complaints of planning staff and enforces any disciplinary or corrective measures.

Provides supervision and direction to contracted services as might be required.

Acts as zoning enforcement officer and wetlands enforcement officer as necessary. Provides assistance to the First Selectman with preparation of federal and state grant applications and research and staff support on special studies and projects.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles and practices of regional and community development, economic development, land use planning, open space, housing, population trends, potable water and waste water needs, solid waste collection and disposal, transportation and related municipal planning areas.

Thorough knowledge of local ordinances and regulations and state statutes relating to planning, W.P.C.A., zoning, wetlands regulations, land use and development.

Considerable knowledge of specific computer programs, including GIS networking, software applications and databases.

Knowledge of research techniques involved in community planning, including problem definition, data collection and analysis.

Ability to perform technical research and analysis in the field of planning and economic development, including its physical, social and economic aspects.

Ability to prepare and effectively present technical, statistical, and narrative reports in oral and written form.

Ability to acquire working knowledge of Geo TMS and other computer systems.

Town of Ellington
Position Description
Town Planner
Page 4

Ability to administer, coordinate and manage a municipal planning and community development operation.

Ability to analyze, interpret and explain complex planning/zoning regulations and ordinances and reports and studies.

Ability to deal effectively with Town staff and government officials, developers, attorneys, and the general public.

REQUIRED EQUIPMENT OPERATION

Operate a department computer and printer, computer programs and databases, GIS networking, software application scanner, calculator and standard office equipment; drives a motor vehicle.

REQUIRED PHYSICAL EFFORT

Sit at a desk or stand at assigned locations and work continuously for extended periods of time; walk distances over one mile on terrain under construction or undeveloped; work in variable weather conditions for long periods of time; drives a motor vehicle.

REQUIRED QUALIFICATIONS (Minimum)

Graduation from an accredited college or university with a Master's degree in Urban/Regional Planning or closely related field and five (5) years of increasingly responsible experience in municipal, regional or state land use planning, including 1-2 years of supervisory experience, or equivalent combination of education, training and experience.

SPECIAL REQUIREMENTS

~~American Institute of Certified Planners (AICP) certification eligible and must obtain such certification within 18 months of start of employment.~~

Must possess a valid Connecticut Motor Vehicle driver's license.

BOS APPROVED: 07/17/89
BOS REVISED: 01/13/03
BOS REVISED: 09/12/05

Town of Ellington Position Description

TITLE:	Assistant Town Planner	STATUS:	Non-Exempt
DEPARTMENT:	Planning Town Planner's Office	CLASSIFICATION:	
SUPERVISED BY:	Town Planner	BARGAINING UNIT:	White Collar

OBJECTIVES

Under the direction of the Town Planner, performs technical work at a professional level related to the administration and enforcement of the following sections of the applicable Connecticut General Statutes; Title 8, Chapters 124, 124a, 125, 125a, 126, 126a, and 127; Title 22a, Chapters 439 and 440; and the Town of Ellington Zoning, Subdivision, and Wetland Regulations, Subdivision Regulations, and Wetlands Regulations. Provides assistance to the Town Planner and coordinates services of a responsible nature for the Planning and Zoning Commission, Zoning Board of Appeals, Economic Development Commission, Inland Wetlands Agency and Conservation Commission. Oversees and performs planning and zoning services in the absence of the Town Planner.

ESSENTIAL FUNCTIONS

Confers, advises, and interprets regulations for Town residents, property owners, realtors, real estate appraisers, architects, engineers, building contractors, and other real estate professionals on matters pertaining to appropriate zoning and land use regulation compliance.

Assists the Town Planner in coordinating Coordinates the processing of all applications before the Ellington land use commissions including preparation of legal notices, compilation and collation of reports and complying with legally mandated timetables relating to land use matters.

Assists Town Planner with ~~planning services~~ researching land use matters, drafting and editing regulation revisions, amending the Plan of Conservation and Development and related land use programs.

Attend meetings and workshops of the Ellington land use commissions as needed.

From complaints received and from field observations, conducts investigations and inspections of possible violations of the Ellington Zoning Regulations, Subdivision Regulations, and Wetlands Regulations.

Establishes and maintains case records of complaints and investigations. Makes court appearances when necessary.

Informs and issues orders of correction to violators; and conducts follow-up inspections to ensure compliance with corrective orders.

Reviews plot plans for conformance with all appropriate regulations.

Processes and issues Zoning Permits. Checks "as-built drawings" for zoning compliance.

Conducts on-site investigations of zoning related matters.

Assumes other code enforcement duties and responsibilities when so directed by the Town Planner.

Performs other related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Considerable Comprehensive knowledge of ~~zoning and planning~~ planning, zoning, subdivision, land use and natural resource management principles and practices.

Considerable knowledge of sources of land use and community development data and the ability to conduct technical research and analysis of such data and recommend solutions to problems that influence policy.

Ability to read, interpret and analyze, building plans, plot plans, maps, blueprints, drawings, zoning regulations, and related documents concerning appropriate land use regulations.

Ability to deal with controversial or sensitive circumstances with appropriate responses.

Ability to establish and maintain effective working relationships with the general public, other town employees, and members of the various land use commissions.

Ability to make presentations as the Assistant Town Planner before large groups of people.

Ability to organize materials and present information in legal proceedings.

Ability to enforce regulations uniformly and impartially.

Town of Ellington
Position Description
Assistant Town Planner
Page 3

Strong verbal and written communications skills.

Knowledge of word-processing software, data base software, spreadsheet software, and geographic information systems software ~~desired~~.

REQUIRED EQUIPMENT OPERATION

Operate a department computer and printer, computer programs and databases, GIS networking, software application scanner, calculator and standard office equipment; drives a motor vehicle.

REQUIRED PHYSICAL EFFORT

Sit at a desk or stand at assigned locations and work continuously for extended periods of time; walk distances over one mile on terrain under construction or undeveloped; work in variable weather conditions for long periods of time; drives a motor vehicle.

REQUIRED QUALIFICATIONS (Minimum)

~~Graduation from an accredited college or university with a~~ Bachelor's degree in ~~Urban/Regional Planning~~ **Geography, Planning, or Public Administration** or closely related field and ~~three~~ **three** (3) years of increasingly responsible experience in municipal, regional or state land use planning, or equivalent combination of education, training and experience.

SPECIAL REQUIREMENTS

Certification as a Zoning Enforcement Officer and Wetland Agent or have the ability to gain certification within 2 years of date of hire.

American Institute of Certified Planners certification desirable.

~~Certified in the State of Connecticut as a Zoning Enforcement Officer or ability obtain certification.~~

Must hold a valid Connecticut driver's license.

BOS APPROVED: 01/14/02

Town of Ellington Position Description

TITLE:	Assistant Zoning & Wetlands Enforcement Officer	STATUS:	Non-Exempt
DEPARTMENT:	Planning Office	CLASSIFICATION:	
SUPERVISED BY:	Town Planner	BARGAINING UNIT:	White Collar

OBJECTIVES

Under the direction of the Town Planner ~~and the general oversight of the Assistant Town Planner~~, performs inspections, investigative, enforcement, and administrative duties to assure that existing and proposed residential, commercial and other development properties comply with zoning and wetlands regulations of the Town and with related state and federal statutes and regulations. Organizes work to ensure compliance with the decisions and regulations of the Planning and Zoning Commission and the Inland Wetland and Watercourses Agency. Prepares statistical and narrative reports for the Planning and Zoning Commission.

ESSENTIAL FUNCTIONS

Performs on-site and administrative reviews for zoning and wetlands permit applications ~~as directed~~. Reviews erosion and sediment control plans for compliance with zoning and wetlands regulations and verifies proper installation of approved erosion control devices ~~as directed~~. Issues certificates of zoning ~~and wetlands~~ compliance ~~as directed~~. Confers with land-use, legal and other professionals. Reviews files to determine existing approved uses.

Organizes work to provide regular and periodic inspection of properties throughout Town for zoning and wetlands compliance ~~as directed~~. Receives and investigates zoning and wetlands violation complaints ~~as directed~~. Issues violation notices ~~and enforcement orders~~ to violators ~~and~~ follows up to assure violations are corrected ~~as directed~~. ~~Issues cease and desist orders as necessary. Confers with the Town attorneys on enforcement or interpretive matters and enforcement of petition procedures.~~ Appears in court as necessary to support enforcement or petition procedures.

Responds to public inquiries regarding regulations impacting specific properties and uses ~~and assists the public in completing applications or in understanding regulations.~~

~~Attends meetings of the Zoning Board of Appeals and Inland Wetlands Agency in the absence of the Town Planner and Assistant Town Planner or as needed.~~

Town of Ellington
Position Description
Zoning & Wetlands Enforcement Officer
Page 2

~~Provides information and technical assistance to the Conservation Commission, Inland Wetlands Agency, Zoning Board of Appeals and the public. Attends commission night meetings and responds to agenda items related to assigned work.~~

Coordinates activities with other Town departments and maintains working relationships with zoning and wetlands personnel in neighboring communities. Organizes and maintains files on inspection, review and application work.

Receives and processes applications to all land use commissions, zoning permits, and collects and records related fees.

Organizes and maintains data, files, records and maps.

Enters data into software system and produces reports.

Provides assistance to department staff in coordinating the exchange of information and materials between the commissions and town departments, boards or commissions and the state and federal governments.

Participates in ongoing professional education and training regarding zoning and wetland matters, and retains membership in appropriate professional organizations.

Performs other related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Town Zoning and State Inland Wetland and Watercourses regulations and enforcement procedures, construction practices, land-use legislation and natural resource management.

Knowledge of zoning and land-use regulations and statutes.

Ability to deal effectively with other staff, professionals, the media and the public, and to gain their cooperation in matters of zoning and wetlands regulation.

Ability to accurately process paperwork and keep accurate records as well as maintain complex files and record systems.

Working knowledge of the Guidelines for Soil Erosion and Sediment Control.

Ability to enforce regulations uniformly and impartially.

Town of Ellington
Position Description
Zoning & Wetlands Enforcement Officer
Page 3

Ability to write clear and concise reports.

Ability to organize materials and present information in legal proceedings.

Ability to prepare and present written and oral reports.

Ability to make presentations before large groups of people concerning land use regulations.

Ability to read and interpret appropriate plans and documents.

REQUIRED EQUIPMENT OPERATION

Operates a personal computer for database management, word processing, spreadsheets, geographic information system (GIS) and standard office equipment including a camera and camcorder; drives a motor vehicle.

REQUIRED PHYSICAL EFFORT

Ability to make inspections in field locations. Ability to climb and crawl to remote sites to perform inspections. Ability to walk on rough terrain. Ability to work in poor weather conditions, including heat, cold, rain or snow. Some highway and rough terrain driving.

REQUIRED QUALIFICATIONS (Minimum)

Bachelor's degree in ~~municipal, regional or environmental~~ geography, environmental planning, or public administration, or a closely related field, and ~~two (2) years~~ one (1) year of increasingly responsible zoning and wetlands enforcement work or an equivalent combination of education, training and experience.

SPECIAL REQUIREMENTS

~~Zoning Enforcement Officer and Inland Wetlands Enforcement Officer certification.~~

Certification as a Zoning Enforcement Officer and Wetland Agent or have the ability to gain certification within 2 years of date of hire.

Must possess a valid Connecticut motor vehicle driver's license.

BOS APPROVED: 09/15/03

BOS REVISED: 09/12/05

TOWN OF ELLINGTON
REQUEST FOR PROPOSALS-FIRE/AMBULANCE INSURANCE
DUE DATE: FRIDAY, JULY 11, 2008 AT 10:00 A.M.

V-I

RFP TABULATION QUOTES

H.D. Segur Insurance Cheshire, CT	unable to meet some of the requested limits and coverages to comply would have to go outside our original market, thus be uncompetitive
--------------------------------------	---

Wilcox & Reynolds Storrs, Connecticut	\$ 63,594.00 see exceptions from quote
--	--

USI Connecticut Vernon, CT	\$ 51,440.00 see exceptions from quote
-------------------------------	--

CIRMA New Haven CT	\$ 40,329.00 see exceptions from quote
	\$ 22,900.00 combined with town policy see exceptions from quote

Attached is the quote sheet with the exceptions, and answers to our questions